Convener Approval Checklist

N-number of this completed checklist: ISO TC184/SC4/WG10 N341

Name of person who completed this checklist Matthew West

Date this checklist was completed 2001-06-08

Document reviewed

Standard ISO18876	
Part 1	
Edition 1	
Stage Committee Draft	
N-number: ISO TC184/SC4/WG10 N337	

Requirements for approving and submitting to the Secretariat documents at any stage of approval may be found at http://www.nist.gov/sc4/www/stdsumm.htm.

The current versions of supporting documents for SC4 part developers may be found at http://www.nist.gov/sc4/www/necsdocs.htm.

Check the box that applies. If "N/A" (not applicable) is checked, explain the reason the question is not applicable in the comment field.

PROJECT TEAM REVIEW

YES **NO** **N/A**

☒ ☐ ☐   1.   The project leader has dated and signed the completed checklist prior to submitting it to the Convener.

        Comments:

☐ ☒ ☐   2.   The project leader's checklist has at least one box checked for each numbered item that applies to the part.

        Comment: Some sections that are not applicable have not been checked

☒ ☐ ☐   3.   All boxes checked "NO" or "N/A" are adequately explained.

        Comment:

☒ ☐ ☐   4.   The project team's internal reviewer has completed, dated, and signed the project team's internal review report.

        Comment:

PART STAGE

☒ ☐ ☐   5.   This part is at stage:

        ☐ Stage 6 (IS).

        ☐ Stage 5 (FDIS).

        ☐ Stage 4 (DIS).

☒ Stage 3 (CD)

☐ Stage 2 (WD) industry review.

Comment:

COVER PAGE

☒ ☐ ☐   *6.* The cover page has the correct format, structure, and content. *(See 4.2.1 and annex A of the Supplementary directives for the drafting and presentation of ISO 10303 (SD) and http://www.nist.gov/sc4/editing/cover.)*

Comment:

☒ ☐ ☐   7. The N-number is present and correct. If the document has been updated, the "Supersedes" field contains the previous N-number.

Comment:

☒ ☐ ☐   8. The date is present with the format YYYY-MM-DD.

Comment:

☒ ☐ ☐   9. The part number and title have been verified with the SC4 Secretariat as being the same as that recorded by TC 184/SC4 for the project type.

Comment:

☒ ☐ ☐   10. The part title on the cover matches the part title provided on the Scope page.

Comment:

☒ ☐ ☐   11. The ballot stage and ballot cycle are correctly indicated.

Comment:

☒ ☐ ☐   12. The abstract is unambiguous and supports the scope of the part.

Comment:

☒ ☐ ☐   13. The keywords are appropriate for inquiries by interested parties.

Comment:

☒ ☐ ☐   14. The Project Leader and Part Editor are correctly specified as recorded by TC 184/SC4; names, addresses, telephone/FAX numbers, and e-mail addresses are present.

Comment: Data is present and correct; however, some of the information in the SC4 database is out of date

☒ ☐ ☐   15. The "Comments to Reader" field contains the correct required text for the part. *(See http://www.nist.gov/sc4/editing/cover/cov_read.htm.)*

Comment:

☒ ☐ ☐   16. The "Copyright Notice" field contains the correct required text for the part at its current stage. *(See http://www.nist.gov/sc4/editing/cover.)*

Comment:

COPYRIGHT

☒ ☐ ☐   17. The copyright symbol and statement are on the bottom of page ii. They are correct and as specified by the SD. *(See 4.2.2 of the SD.)*

Comment:

YES	NO	N/A	
☒	☐	☐	18. The correct copyright symbol is on page 1, and it is as specified by the SD. *(See 4.1.4 of the SD.)*
			Comment: Copyright is present on all pages as per QC N180
☐	☒	☐	19. Each page of the document has the correct page header with the copyright symbol as specified by the SD. *(See 4.1.4 of the SD.)*
			Comment: Each page has the correct page footer with copyright, as per QC N180

CONTENTS, ANNEXES, FIGURES, AND TABLES

YES	NO	N/A	
☒	☐	☐	20. The Table of Contents (TOC) starts on page iii (right-hand side of the document). *(See 4.2.2 of the SD and QC N151.)*
			Comment:
☒	☐	☐	21. The TOC is complete and contains the information specified by the SD. *(See 4.2.2, 7, or 8.1 of the SD.)*
			Comment:
☒	☐	☐	22. All figures and tables have a title and are presented in the correct format as specified by the SD. *(See 4.5 of the SD.)*
			Comment:
☒	☐	☐	23. The index is present and starts on the page specified by the TOC. *(See 4.2.2 of the SD.)*
			Comment:

SCOPE

YES	NO	N/A	
☒	☐	☐	24. The Scope for the part begins on page 1 (right-hand side of the document) and the format of the page is correct as specified by the SD, including the header that is different from all other page headers for the part. *(See 4.1.4, 4.1.6, 4.3.1 of the SD.)*
			Comment:
☒	☐	☐	25. The title of the part that appears on the Scope page is the same title that is registered with SC4 for the part.
			Comment:
☒	☐	☐	26. The title makes proper use of upper and lower case letters, as specified by the SD. *(See 4.3.1.1 of the SD.)*
			Comment:
☒	☐	☐	27. All in-scope and out-of-scope aspects of the part are identified and verified. *(See 4.3.1.2 and 6.2, 7.1, or 8.2 of the SD.)*
			Comment:
☒	☐	☐	28. The scope as stated in the original New Work Item for the part:
			☐ has been increased. A new work item will be initiated on _____(date).
			☐ has been decreased. A new work item will be initiated _____ (date).
			☒ is unchanged.
			Comment: Wording of the scope statement has been refined but the scope itself is unchanged. Suggest that the SC4 database should be updated.
☐	☐	☒	29. The Convener has notified the SC4 Secretariat of the scope changes:
			☐ Yes.

YES	NO	N/A	
			☐ The scope is unchanged.
			Comment:
☒	☐	☐	30. No user requirements or definitions appear in the scope statement. *(See ISO/IEC Directives Part 3:1997 clause 6.2.1.)*
			Comment:
☒	☐	☐	31. The scope statement is complete, concise, unambiguous, and conveys the scope of the part in terms that are understandable to an engineering user, an application domain expert, and a software implementor. *(See 4.3.1.2 and, depending on part class, also 6.2, 7.1, or 8.2 of the SD.)*
			Comment:
☒	☐	☐	32. No user requirements or definitions appear in the scope statement. *(See ISO/IEC Directives Part 3:1997 clause 6.2.1.)*
☒	☐	☐	33. No font sizes smaller than 2.5mm in height or 8pt size appear in any of the text, diagrams, figures, or tables. *(See 4.1.3 and 5.4 of the SD.)*
			Comment:

ISSUE LOG

YES	NO	N/A	
☐	☐	☒	34. The issue log is up-to-date for the stage of the part:
			☐ At Stage 3, there is evidence of active issue resolution (open issues are permitted).
			☐ At Stage 4, there are no open technical issues (though there may be open editorial issues).
			☐ At Stage 5, there are no open issues.
			Comment: No formal issues log exists for this document. Changes to the document have been based on minuted agreements from WG10 meetings.
☐	☐	☒	35. The issue log is in the proper format for the stage of the part:
			☐ At Stage 3, the issue log is coherent, uses application domain terminology, and is complete.
			☐ At Stage 4 and Stage 5, the issue resolutions are recorded using ISO Form 13B. *(See http://www.nist.gov/sc4/forms/form13b.)*
			Comment: No formal issues log exists for this document. Changes to the document have been based on minuted agreements from WG10 meetings.

REQUIRED SUPPORTING DOCUMENTS FOR 10303 APPLICATION PROTOCOLS

If the part is a 10303 application protocol, check the following items:

YES	NO	N/A	
☐	☐	☒	36. The Validation Report is complete for the stage of the part in question. *(See 5.3.2, 5.4.1, 5.4.5, and 5.6.1 of Guidelines for the development and approval of STEP application protocols (APG).)*
			Comment:
☐	☐	☒	37. Annex L contains usage scenarios for the part. Annex L is optional but you are strongly encouraged to include it. *(See 4.7 and 5.4.6 of the APG.)*
			☐ Yes. The usage scenarios reflect the scope of the part.
			☐ No. Convener and project team have agreed that usage scenarios are not needed at this Stage for this part.

YES	NO	N/A	

Comment:

☐ ☐ ☒ 38. There is a "Technical discussions" annex (annex M if the "Usage scenarios" annex is present; annex L otherwise). The "Technical discussions" annex is optional but you are strongly encouraged to include it. *(See 4.7 of the APG.)*

☐ Yes. The "Technical discussions" annex is concise and contains useful and clarifying information about the part.

☐ No. The convener and project leader have agreed that technical discussions are not needed at this stage for this part.

Comment:

☐ ☐ ☒ 39. The Abstract Test Suite that corresponds to this part is appropriately complete for the part's stage:

☐ At Stage 3, the test purposes are complete for the ARM and are in work for the AIM.

☐ At Stage 5, the Abstract Test Suite is complete.

Comment:

APPROVAL

I have reviewed and verified the items on this document.

Matthew West   2001-06-08
Name   Date